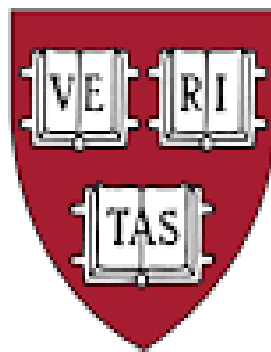




HARVARD UNIVERSITY



GL-PCR User Guide

Version 12 – September 2025



TABLE OF CONTENTS

GL-PCR User Guide..... 1

 TABLE OF CONTENTS..... 2

GL-PCR Standard Adjustments..... 3

 Splitting Cost on GL Adjustments..... 6

 Fringe on GL Adjustments - Current Fiscal Year (CFY)..... 6

 Fringe on GL Adjustments - Prior Fiscal Year (PFY)..... 8

GL-PCR Mass Adjustments..... 12

 Mass Adjustments - Step 1: Enter Total Adjustment 15

 Mass Adjustments - Step 2: Chart of Accounts Segments for Adjustment 16

 Mass Adjustments - User Selected Adjustment lines and next steps..... 18

 Mass Adjustments – Balancing a Split Dollar Error 21

GL-PCR Reclassification..... 23

GL-PCR Filtering 28

 Line Filters – Headers 28

 Line Filters – Go..... 28

 Line Filters – Review Column 29

 Line Filters – View Transactions 30

GL-PCR Batch 31

 Reviewing a Saved Batch..... 31

 Removing a Line from a Batch..... 34

 Method 1:..... 34

 Method 2:..... 35

 Adding a New Line to a Batch 36

 Reversing a Submitted GL-PCR Batch..... 37

 Exceptions for GL-PCR batches reversed from within the tool. 39

Appendix: Overview of Button Functionality 40

Search GL Transactions 40

Search GL Transactions Results 40

Harvard – GL Adjustment..... 41

GL Adjustment for Line..... 42

Mass Adjust..... 42

Reclassification..... 43

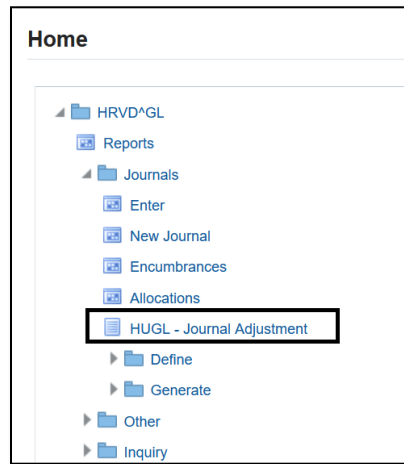
Questions? 43



GL-PCR Standard Adjustments

A standard adjustment is a General Ledger – Payroll Cost Redistribution (GL-PCR) batch that does not use the Mass Adjust feature of the tool.

1. Log in to Oracle using HarvardKey
2. Once signed in, navigate to a *HRVD^GL^...* responsibility > *Journals* > ***HUGL - Journal Adjustment***



3. The ***Search GL Transactions*** tab of the ***HUGL - Journal Adjustment*** page will open.



4. **Fill in fields** to search for transactions to be journalled.

i The fields with a red asterisk are required: Fiscal Year, Period, and 2 Chart-of-Accounts (COA) segments. There are additional search fields which can be found by selecting the *Advanced Search* button which is found near the top right corner of the screen.

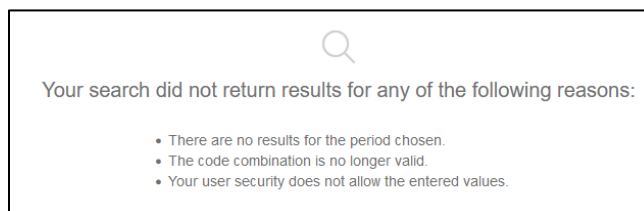
5. Select **Search** which is found near the bottom right corner of the screen.

i The system is performing background security checks using HART reporting security & Oracle General Ledger (GL) functional security. It will only show the results which are permitted by both Oracle GL and HART for the user.

6. If search results are available, scroll through the lines to find the journal line(s) to adjust.

Period Name	Fiscal Year	Creation Date	Posted Date	Effective Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	HUD	HUD Name	Payroll Month	Journal Source	Batch Name
JUN-25	2025	11-JUN-2025	11-JUN-2025	11-JUN-2025	Pyrl Bi Weekly USD	370	32840	6050	627560	630758	0000	00000	123.60	0.00	123.60	REG Regular	*****	*****	MAY	PYRL009-PS On-cycle Pyrl	BW060725 PYRL PS On-cycle Pyrl 93636396
APR-25	2025	16-APR-2025	16-APR-2025	16-APR-2025	Pyrl Bi Weekly USD	370	32840	6050	627560	630758	0000	00000	556.20	0.00	556.20	REG Regular	*****	*****	-	PYRL009-PS On-cycle Pyrl	BW041225 PYRL PS On-cycle Pyrl 93099952

If the search did not produce results, the system will return with the following message:



Click the *Back to Search* button and redefine the criteria.



7. **Select the check box** in the far left column to choose the line(s) to be adjusted.

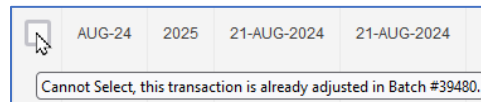
Note that the *Total Debit* and *Total Credit* fields (found above the search results) will reflect the total debits and credits of all selected lines.

i Object codes **6052, 6072, 6205, 6207** cannot be selected as these are vacation salaries/payouts which are reimbursed from Benefits.

i If looking for the exact month in which the payroll was paid, see the *Payroll Month* field

Note the *Payroll Month* field began in MAY-25 and is not filled in prior to that month.

i If the check box appears lighter in color it cannot be chosen, hover over the box to reveal the batch the line is in.



8. After choosing the line(s) to adjust, select **Adjust Selected** which is found near the top right corner. The selected lines will appear in the *Harvard - GL Adjustment* form.

9. **Add the Batch Description** in the top left of the form, there is a maximum of 90 characters.

i The red highlight on the line indicates that it has not been adjusted yet.

i If moving a federal sponsored award, please follow the [Cost Transfer](#) policy, including approvals and naming convention.



- i** The batch *GL Effective Date* field defaults to the current date; please adjust to the appropriate accounting date if needed. Only dates within GL periods which are accepting journals can be chosen. This field determines the GL period.
- i** Once the adjustment has loaded into Oracle, the *Created By HUID* will be appended to the batch description.

10. Select the **pencil icon** for the line which is found in the far left column within the *Selected Adjustment lines* subsection.

11. The selected line appears in a new form, *GL Adjustment for Line*. The **Line Type** column indicates “R” for the reversal of the original line and “A” for its adjustment.

Splitting Cost on GL Adjustments

To split the costs on the adjustment line, select the plus symbol, found in the Split column near the right side of the screen, for the line(s) that will be split. The split is used to divide the originating line into multiple lines to move funding to more than one location. It can also be used to move only a portion of the original line.

Clicking the Split plus symbol will create a new line with a duplicate of the split line’s COA and zero dollars. As many new lines as needed can be added, but the transaction in total must balance to zero; Automatic balancing is not completed by the tool for splits.

Fringe on GL Adjustments - Current Fiscal Year (CFY)

By default, the fringe on Current Fiscal Year (CFY) adjustment lines will be calculated for object codes in the salary range in the nightly *GL Fringe Allocation*. However, this default can be overruled by selecting “No” on the toggle button to Calculate Fringe (Current Year) which is found in the top right corner of the *GL Adjustment for Line* form for only CFY adjustments. Note that the column “Calculate Fringe” in the *GL Adjustment - Details* subsection will reflect the decision made on the toggle button.



12. Select the **pencil and paper icon** at the far left in the *GL Adjustment For Line* form on the Adjustment line (where **Line Type = "A"**). Only the line description can be altered where Line Type = "R". The example below shows an adjustment with one split line added.

GL Adjustment For Line													
Q [] Go													
	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	Period Of Work Performed
	370	33240	6050	625809	636011	0028	00000	0.00	1,002.57	-1,002.57	CADM SDO	R	FY2024Q2 OCT-DEC
	370	33240	6050	625809	636011	0028	00000	1,002.57	0.00	1,002.57	CADM SDO	A	FY2024Q2 OCT-DEC
	370	33240	6050	625809	636011	0028	00000	0.00	0.00	0.00	CADM SDO	A	FY2024Q2 OCT-DEC
								1,002.57	1,002.57	0.00			

- i** The *Amount* fields are populated with the full value from the original line but can be adjusted.
 - i** Payroll object codes cannot be changed within the tool due to the effect on taxes.
 - i** CFY lines selected for adjustment that were previously adjusted through GL-PCR will default to current year fringe rates. For CFY adjustments this is fine, but for PFY adjustments, Calculate Fringe should be set to "NO" and the fringe should be moved manually.
13. The *Edit Line Adjustment* window will appear. **Adjust** the Account Coding, Debit/Credit, Period of Work Performed (PoWP) and Line Description **fields as desired**. Then select **Apply Changes** which is found in the bottom right of the *Edit Line Adjustment* form.

Edit Line Adjustment

Tub: 370 FCOR*FAS Core

Org: 32815 FCOR*Harvard China Project

Object: 6050 Exempt Staff Salaries+Wages

Fund: 627560 UIFI*Harvard China Engagement Endowment

Activity: 630758 FCOR*FCCS Program Support (A04) ASIA

Subactivity: 0000 630758*Unspecified

Root: 00000 Unspecified

Debit:

Credit:

Calculate Fringe (Current Year): Yes

Period Of Work Performed: FY2025Q1 JUL-SEP

Line Desc:

FYI, the field "Calculate Fringe (Current Year)" only appears on CFY adjustments

- i** For CFY adjustments, the *Calculate Fringe (Current Year)* field shows here, but changes to the field are made using the previous form's toggle button.
- i** The *Period of Work Performed (PWP)* defaults to the original transaction's PWP or if there was no original PWP, it uses the journal batch *Effective Date* to populate the PWP.
- i** *Line Desc* defaults to the batch description supplied earlier but can be edited in this form. There is a 100 character limit for this field.



14. The adjustments made will be reflected in the *GL Adjustment For Line* form. After adjusting the “A” line(s) and reviewing, select **Apply** which is found in the bottom right of the *GL Adjustment For Line* form.

This is an example of a CFY adjustment with Fringe to be calculated (set to Yes).

Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	Period Of Work Performed	Split	Delete
370	32815	6050	627560	630758	0000	00000	0.00	618.00	-618.00	-	R	FY2025Q1 JUL-SEP	[+]	[X]
370	32815	6050	627560	630758	0000	00000	618.00	0.00	618.00	-	A	FY2025Q1 JUL-SEP	[+]	[X]
							618.00	618.00	0.00					

Fringe on GL Adjustments - Prior Fiscal Year (PFY)

For Prior Fiscal Year (PFY) adjustments, by default, the fringe for PFY lines is not calculated. If fringe is desired, select the *Calculate Fringe* button, which is found in the bottom right of the *GL Adjustment For Line* form, and fringe lines will be added into the batch. The fringe calculation will calculate with a PFY rate.

Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	Period Of Work Performed	Calculate Fringe	Split	Delete
370	33240	6050	625809	636011	0028	00000	0.00	1,002.57	-1,002.57	CADM SDO	R	FY2024Q2 OCT-DEC	NO	[+]	[X]
370	33240	6050	625809	636011	0028	00000	1,002.57	0.00	1,002.57	CADM SDO	A	FY2024Q2 OCT-DEC	NO	[+]	[X]
							1,002.57	1,002.57	0.00						

For PFY adjustments, which use an object code in the salary range, if fringe lines are not added, the system will double check this action when leaving the *GL Adjustment For Line* form with a notification.

Are you sure you want to save transaction without fringe calculation?

Cancel

- If the fringe calculation is not desired, select *OK* and continue to the next step.
- If the fringe calculation is desired, select *Cancel, Calculate Fringe* (found in the bottom right corner of the *GL Adjustment For Line* form), and then *Apply*.



For PFY adjustments, note that the column “Calculate Fringe” is always “NO” in the *GL Adjustment - Details* subsection. This is the setting for the nightly Fringe Allocation. If it was set to “YES”, fringe would be calculated in the nightly Fringe Allocation at the current fiscal year rate.

This is an example of a PFY adjustment with the Calculate Fringe button used to add fringe lines:

GL Adjustment For Line																
Tab	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	Period Of Work Performed	Calculate Fringe	Split	Delete	
370	32810	6050	521803	630168	0000	00000	0.00	4,942.03	-4,942.03	CADM KSG Test PFY	R	FY2024Q2 OCT-DEC	NO			
370	32810	6050	521803	630168	0000	00000	4,942.03	0.00	4,942.03	CADM KSG Test PFY	A	FY2025Q1 JUL-SEP	NO			
370	32810	6270	521803	630168	0000	00000	0.00	1,566.62	-1,566.62	31.7% Fringe on 6050-6052 Exempt Staff salary	FR	-	NO			
370	32810	6270	521803	630168	0000	00000	1,566.62	0.00	1,566.62	31.7% Fringe on 6050-6052 Exempt Staff salary	FA	-	NO			
370	32810	6271	521803	630168	0000	00000	0.00	474.43	-474.43	9.6% Vac Fringe on 6050 Exempt Staff salary	VR	-	NO			
370	32810	6271	521803	630168	0000	00000	474.43	0.00	474.43	9.6% Vac Fringe on 6050 Exempt Staff salary	VA	-	NO			

15. Scroll down to the *GL Adjustment - Details* subsection to see the applied adjustment.

This is an example of a PFY adjustment with the Calculate Fringe column set to “NO”, which informs the nightly fringe allocation to not add CFY fringe. Fringe lines were already added using the *Calculate Fringe* button.

GL Adjustment - Details																
Total Debit:		6,983.08		Total Credit:		6,983.08		View Transactions: All Payroll Non-Payroll								
Line Number	Tab	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	Calculate Fringe	Period Of Work Performed	Transaction Type	Msg
1	370	32810	6050	521803	630168	0000	00000	0.00	4,942.03	-4,942.03	CADM KSG Test PFY	R	NO	FY2024Q2 OCT-DEC	Payroll	
2	370	32810	6050	521803	630168	0000	00000	4,942.03	0.00	4,942.03	CADM KSG Test PFY	A	NO	FY2025Q1 JUL-SEP	Payroll	
3	370	32810	6270	521803	630168	0000	00000	0.00	1,566.62	-1,566.62	31.7% Fringe on 6050-6052 Exempt Staff salary	FR	NO		Payroll	
4	370	32810	6270	521803	630168	0000	00000	1,566.62	0.00	1,566.62	31.7% Fringe on 6050-6052 Exempt Staff salary	FA	NO		Payroll	
5	370	32810	6271	521803	630168	0000	00000	0.00	474.43	-474.43	9.6% Vac Fringe on 6050 Exempt Staff salary	VR	NO		Payroll	
6	370	32810	6271	521803	630168	0000	00000	474.43	0.00	474.43	9.6% Vac Fringe on 6050 Exempt Staff salary	VA	NO		Payroll	
								6,983.08	6,983.08	0.00						

This is an example of a CFY adjustment with the Calculate Fringe column set to “YES”, which informs the nightly fringe allocation to add fringe at the CFY rate.

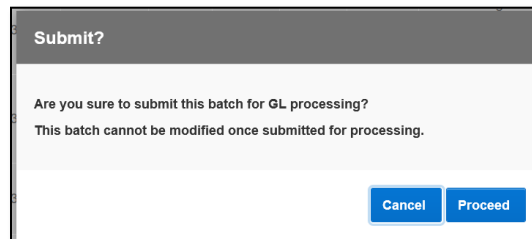
GL Adjustment - Details																				
Total Debit:		2,856.38		Total Credit:		2,856.38		View Transactions: All Payroll Non-Payroll												
Line Number	Tab	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	HUD	HUD Name	Payroll Month	Calculate Fringe	Original Effective Date	Period Of Work Performed	Transaction Type	Msg
1	370	33240	6070	625804	636011	0026	00000	0.00	729.29	-729.29	ksg test - city testing	R	g*****	*****	MAY	YES	14-MAY-2025	FY2025Q4 APR-JUN	Payroll	
2	370	33240	6070	625804	636011	0026	00000	364.65	0.00	364.65	ksg test - city testing	A	g*****	*****	MAY	YES	14-MAY-2025	FY2025Q4 APR-JUN	Payroll	

Note:

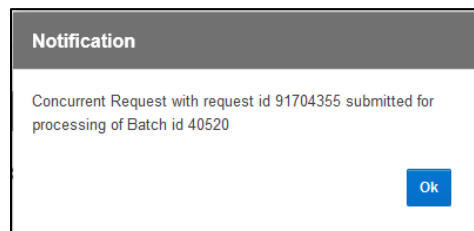
Background color	Editing Allowed
Grey	Line Description
White	Account Coding, Debit/Credit, PoWP, Line Description



16. **Repeat** the steps above **for any remaining adjustment lines** within the *Selected Adjustment lines* subsection of the *Harvard - GL Adjustment* form. Additional lines can be added to the adjustment using the *Back to Search Page* or *Back to Search Results* buttons, located near the top of the page.
 17. Scroll to the bottom of the page and select **Save** which is found near the bottom right corner. A notification containing the batch ID will appear.
 18. Take note of the batch ID and select **OK** to exit the notification. The Batch ID is now filled in at the top of the *Harvard – GL Adjustment* form.
 19. At this point, the form may be closed and left for submission later. If the batch needs review, share the batch ID with a team member to review and submit (see [Reviewing a Saved Batch](#)).
- i** Any time after saving, the *Validate* button can be used to check the accounting coding.
20. If no time or no review is required, select **Submit Batch** which is found in the bottom right corner of the *Harvard - GL Adjustment* form. A notification will appear warning that the submission cannot be modified once it has been submitted.

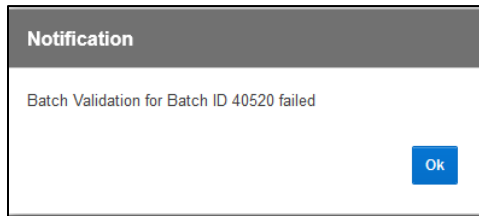


21. Select **Proceed** to continue with the adjustment or **Cancel** to make changes to the adjustment. A notification will appear informing the user whether the submission was successful or not. If successful, the following message appears:





If unsuccessful, the following message appears:



22. For either notification, clicking **Ok** brings the user back to the journal batch.

If successful, to exit out of the current adjustment and begin a new one, select **Reset** near the top right corner of the page. If done with GL-PCR, select *Home* or *Logout* in the top right corner.

If it was unsuccessful, review the lines for error (should be highlighted in red color).

Example of batch with one error:

GL Adjustment - Details																													
Total Debit:		792.92										Total Credit:		792.92										View Transactions: All Payroll Non-Payroll					
Line Number	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	HUD	HUD Name	Payroll Month	Calculate Fringe	Original Effective Date	Period Of Work Performed	Transaction Type	Msg									
1	370	33240	6070	625804	636011	0024	00000	0.00	180.38	-180.38	CADM log test	R	5*****	*****	MAY	NO	11-JUN-2025	FY2025Q4 APR-JUN	Payroll										
2	420	33240	6070	625804	636011	0024	00000	180.38	0.00	180.38	CADM log test	A	5*****	*****	MAY	NO	11-JUN-2025	FY2025Q4 APR-JUN	Payroll	Org not valid with this Tub* (66400 - 66599) *FCOR 420 1-2									

- Correct
- Validate (the red highlighting will disappear if the new coding is valid)
- Submit Batch

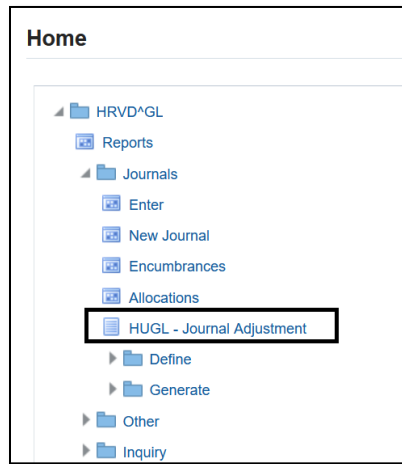
i The *GL-PCR Standard Adjustment* instructions are complete.



GL-PCR Mass Adjustments

A Mass Adjustment is a General Ledger – Payroll Cost Redistribution (GL-PCR) batch that uses the Mass Adjust feature of the tool.

1. Log in to Oracle using HarvardKey.
2. Once signed in, navigate to a *HRVD^GL^...* responsibility > *Journals* > ***HUGL - Journal Adjustment***



3. The ***Search GL Transactions*** tab of the ***HUGL - Journal Adjustments*** page will open.



4. **Fill in fields** to search for transactions to be journalled.

i The fields with a red asterisk are required: Fiscal Year, Period, and 2 Chart-of-Accounts (COA) segments. There are additional search fields which can be found by selecting the *Advanced Search* button which is found near the top right corner of the screen.

5. Select **Search** which is found near the bottom right corner of the screen.

i The system is performing background security checks using HART reporting security & Oracle General Ledger (GL) functional security. It will only show the results which are permitted by both Oracle GL and HART for the user.

6. If search results are available, scroll through the lines to find the journal lines to adjust.

If the search did not produce results, the system will return with the following message:

Your search did not return results for any of the following reasons:

- There are no results for the period chosen.
- The code combination is no longer valid.
- Your user security does not allow the entered values.

Click the *Back to Search* button and redefine the criteria.



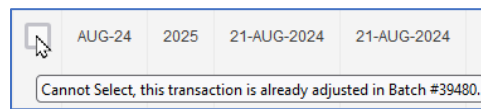
7. **Select the check box** in the far left column to choose the line(s) to be adjusted.
Note that the *Total Debit* and *Total Credit* fields (found above the search results) will reflect the total debits and credits of all selected lines.

i Object codes **6052, 6072, 6205, 6207** cannot be selected as these are vacation salaries/payouts which are reimbursed from Benefits.

i If looking for the exact month in which the payroll was paid, see the *Payroll Month* field

Note the *Payroll Month* field began in MAY-25 and is not filled in prior to that month.

i If the check box appears lighter in color it cannot be chosen, hover over the box to reveal the batch the line is in.



8. After choosing the line(s) to adjust, select **Adjust Selected** which is found near the top right corner. The selected lines will appear in the *Harvard - GL Adjustment* form.

9. **Add the Batch Description** in the top left of the form, there is a maximum of 90 characters.

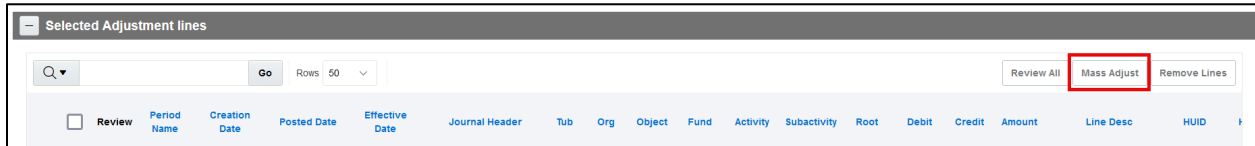
i The red highlight on the line indicates that it has not been adjusted yet.

i If moving a federal sponsored award, please follow the [Cost Transfer](#) policy, including approvals and naming convention.



- i** The batch *GL Effective Date* field defaults to the current date; please adjust to the appropriate accounting date if needed. Only dates within GL periods which are accepting journals can be chosen. This field determines the GL period.
- i** Once the adjustment has loaded into Oracle, the *Created By HUID* will be appended to the batch description.

10. Select **Mass Adjust**, which is near the top right corner of the *Selected Adjustment lines* section.



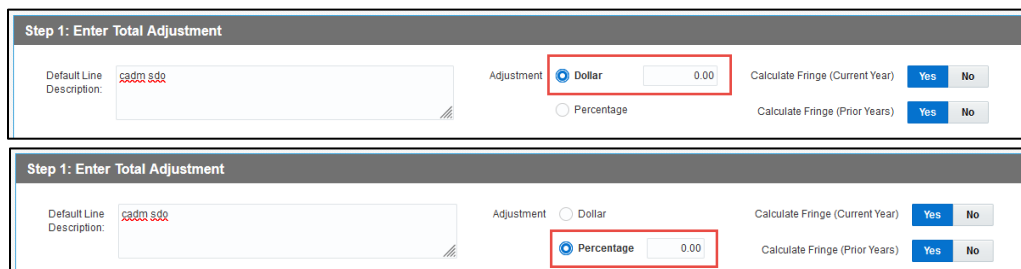
- i** All lines will now appear in the *User Selected Adjustment lines* section of the new window, found near the bottom.

11. The GL-PCR Mass Adjustment tool has three areas:

- *Step 1: Enter Total Adjustment*
- *Step 2: Chart of Accounts Segments for Adjustment*
- *User Selected Adjustment lines* and next steps

Mass Adjustments - Step 1: Enter Total Adjustment

- The **Default Line Description** defaults to match the *Batch Description*. It can be edited on this screen; the text will be used to update all of the line descriptions in the Mass Adjustment. There is a 100 character limit.



- The **Adjustment** radio button allows either **Dollar or Percentage** to be chosen. When chosen, a box appears next to the choice allowing the user to specify the exact dollar amount or percentage to adjust for the journal batch. **Fill in as desired:**
 - To adjust all lines with full total amounts, enter Percentage = 100.00 or the entire dollar amount
The *Total Selected Amount* can be found in the lower left of the page in the *User Selected Adjustment lines* section.
 - To adjust all lines with only a percentage of the total amounts, enter that percentage
 - To adjust all lines with a specific amount of the total amounts, enter that dollar amount
- **Calculate Fringe** toggles can be set to Yes or No.
 - Calculate Fringe (Current Year) = Yes, the nightly GL Fringe Allocation will calculate fringe lines
 - Calculate Fringe (Current Year) = No, the nightly GL Fringe Allocation will not calculate fringe lines
 - Calculate Fringe (Prior Years) = Yes, lines will be calculated in the GL-PCR tool
 - Calculate Fringe (Prior Years) = No, lines will not be calculated in the GL-PCR tool



Mass Adjustments - Step 2: Chart of Accounts Segments for Adjustment

- **Adjust the Chart of Accounts (COA) segment field(s)** to reflect the desired change. Remember, payroll object codes cannot be reclassified within the tool, so leave the object field blank when adjusting payroll.
- The radio button in this section allows either **Dollar or Percentage of Total Adjustment** to be chosen. When chosen, a box appears next to the choice allowing the user to specify the exact dollar amount or percentage to adjust for the journal line.
- After filling in the desired COA and radio button amount, select the **Add COA** button which is found in the top-right corner of Step 2: *Chart of Accounts Segments for Adjustment* section.
- Below are 3 examples to show different Mass Adjustment scenarios.
 - **Example 1: Adjust all lines with full total amounts to one COA.**
Step 1: enter 100%. Step 2: enter the new COA and Percentage = 100. Select *Add COA*. The COA will be added, as shown below. The new fund is listed; the percentage is 100.
 - The line can be edited using the pencil icon or deleted using the trash can icon.

Edit	Tub	Org	Object	Fund	Activity	Sub Activity	Root	Percentage	Dollar	Line Description	Delete
				000750				100.00	702.00	Mass Adjustment - Prior Fiscal Year	
								100.00	702.00		

- (Optional) Select *Preview Adjustment Amount Below* to review the Adjustment Amount column in the *User Selected Adjustment lines* area to confirm the changes to be made.

Tub	Org	Object	Fund	Activity	Subactivity	Root	Line Desc	Debit	Credit	Amount	Adjustment Amount	HUID	HUID Name	Validation Error
370	33115	6050	627613	634456	0001	00000	REG Regular	438.75	0	438.75	438.75	7*****	*****	
370	33115	6050	627613	634456	0001	00000	REG Regular	263.25	0	263.25	263.25	7*****	*****	



- **Example 2: Adjust all lines with full total amounts to two COA.**
Step 1: enter 100%. Step 2: enter one of the new COAs and Percentage = 50. Select *Add COA*. The COA will be added as shown below. The new activity/sub-activity is listed; the percentage is 50.

- The line can be edited using the pencil icon or deleted using the trash can icon.

Step 2: Chart of Accounts Segments for Adjustment

COA: Tub Org Object Fund Activity Subactivity Root Dollar of Total Adjustment Percentage of Total Adjustment 50.00

Buttons: Add COA, Clear COA

Acct Desc	Edit	Tub	Org	Object	Fund	Activity	Sub Activity	Root	Percentage	Dollar	Line Description	Delete
						634455	0000		50.00	353.42	Mass Adjustment, Prior Fiscal Year, 2 COA Line Changes	
									50.00	353.42		

Buttons: Preview Adjustment Amount Below

- Repeat the step 2 process again. Either use the *Clear COA* button (below *Add COA*) or modify the line to enter the other new COAs and Percentage = 50. Select *Add COA*. Both lines should now appear above the *Preview Adjustment Amount Below* button.

Acct Desc

Edit	Tub	Org	Object	Fund	Activity	Sub Activity	Root	Percentage	Dollar	Line Description	Delete
					634455	0000		50.00	353.42	Mass Adjustment, Prior Fiscal Year, 2 COA Line Changes	
					634458	0000		50.00	353.41	Mass Adjustment, Prior Fiscal Year, 2 COA Line Changes	
								100.00	706.83		

Buttons: Preview Adjustment Amount Below

- The line description for each new COA can be edited using the pencil icon. Click on the pencil icon, update the line description in the pop up window, and click *Apply Changes*. Lines created by this Mass Adjustment will inherit the edited line description after applying the adjustment. Repeat the action for each Line Description as desired.
- (Optional) Select *Preview Adjustment Amount Below* to review the *Adjustment Amount* column in the *User Selected Adjustment lines* area to confirm the changes to be made.

User Selected Adjustment lines

Search: [] Go Rows: 50 Total Selected Amount: 706.83

Tub	Org	Object	Fund	Activity	Subactivity	Root	Line Desc	Debit	Credit	Amount	Adjustment Amount	HUID	HUID Name	Validation Error
370	33115	6050	627613	634456	0001	00000	REG Regular	609.33	0	609.33	609.33	[REDACTED]	[REDACTED]	
370	33115	6050	627613	634456	0001	00000	REG Regular	97.50	0	97.50	97.50	[REDACTED]	[REDACTED]	

Buttons: Back, Mass Adjust



➤ **Example 3: Adjust all lines with only a percentage of the total amounts** (or dollar amount)

- Step 1: enter partial percent (or dollar amount) the example below is using 80%.

- Step 2: enter the new COA and Percentage = 100. This will be 100 because in this example it is being distributed to only one new COA. Select *Add COA*.

- (Optional) Select *Preview Adjustment Amount Below* to review the *Adjustment Amount* column in the *User Selected Adjustment lines* area to confirm the changes to be made.

User Selected Adjustment lines														
<input type="text"/> <input type="button" value="Go"/> Rows 50													Total Selected Amount	
													498.46	
Tub	Org	Object	Fund	Activity	Subactivity	Root	Line Desc	Debit	Credit	Amount	Adjustment Amount	HUID	HUID Name	Validation Error
370	33240	6050	625804	636011	0022	00000	REG Regular	400.00	0	400.00	320.01	6*****	*****	
370	33240	6050	625804	636011	0048	00000	REG Regular	98.46	0	98.46	78.76	4*****	*****	

- Notice the Adjustment Amount is 80% of the Amount (400 x 80% = 320) (98.46 x 80% = 78.76).
- The tool will apply the remaining balance to the original COA, in this example that is 20%.
- The line can be edited in Step 2 using the pencil icon or deleted using the trash can icon.

Mass Adjustments - User Selected Adjustment lines and next steps

12. After Step 1, 2, and optionally previewing the *Adjustment Amount* column on the lines...

- If the Adjustment Amount column does not appear as desired, go back to step 2 and make changes. Alternatively, the user can select the *Back* button in the bottom right to cancel the Mass Adjust.
- Select *Mass Adjust*, found near the bottom right corner, to apply the changes to the adjustment.
- A notification will appear warning, “Mass adjustment will overwrite any existing adjustments created for these lines. Are you sure you want to continue?”

- Select *OK* to apply the Mass Adjust changes. Or select *Cancel* to not make the changes. Either choice exits out of the Mass Adjustment and returns to the journal batch.



13. Scroll down to the **GL Adjustment - Details** subsection to see the applied adjustments.

GL Adjustment - Details																					
Total Debit: 1,150.08										Total Credit: 1,150.08										View Transactions: All Payroll Non-Payroll	
Line Number	Tab	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	HUD	HUD Name	Payroll Month	Calculate Fringe	Original Effective Date	Period Of Work Performed	Transaction Type	Msg	
1	370	32840	6050	627560	630758	0000	00000	0.00	185.40	-185.40		R	6*****	*****	JUN	YES	09-JUL-2025	FY2025Q4 APR-JUN	Payroll		
2	370	32840	6050	627560	630758	0000	00000	185.40	0.00	185.40		A	6*****	*****	JUN	YES	09-JUL-2025	FY2025Q4 APR-JUN	Payroll		
1	370	32840	6050	627560	630758	0000	00000	0.00	247.20	-247.20	ksg test - CFY	R	6*****	*****	JUL	YES	09-JUL-2025	FY2026Q1 JUL-SEP	Payroll		
2	370	32840	6050	627560	630758	0000	00000	247.20	0.00	247.20	ksg test - CFY	A	6*****	*****	JUL	YES	09-JUL-2025	FY2026Q1 JUL-SEP	Payroll		
1	370	33240	6050	625804	636011	0048	00000	0.00	207.86	-207.86	ksg test - CFY	R	4*****	*****	JUN	YES	09-JUL-2025	FY2025Q4 APR-JUN	Payroll		
2	370	33240	6050	625804	636011	0048	00000	207.86	0.00	207.86	ksg test - CFY	A	4*****	*****	JUN	YES	09-JUL-2025	FY2025Q4 APR-JUN	Payroll		
1	370	33240	6050	625809	636011	0028	00000	0.00	509.61	-509.61	ksg test - CFY	R	1*****	*****	JUL	YES	09-JUL-2025	FY2026Q1 JUL-SEP	Payroll		
2	370	33240	6050	625809	636011	0028	00000	509.61	0.00	509.61	ksg test - CFY	A	1*****	*****	JUL	YES	09-JUL-2025	FY2026Q1 JUL-SEP	Payroll		
1	370	33240	6050	625809	636011	0028	00000	0.00	0.01	-0.01	ksg test - CFY	R	1*****	*****	JUN	YES	09-JUL-2025	FY2025Q4 APR-JUN	Payroll		
2	370	33240	6050	625809	636011	0028	00000	0.01	0.00	0.01	ksg test - CFY	A	1*****	*****	JUN	YES	09-JUL-2025	FY2025Q4 APR-JUN	Payroll		
								1,150.08	1,150.08	0.00											

Note:

Background color	Editing Allowed
Grey	Line Description
White	Account Coding, Debit/Credit, Line Description

- If the **Calculate Fringe toggle** was set to **Yes**:
 - For CFY lines – the *Calculate Fringe* column has a “YES” in it, allows nightly allocation
 - For PFY lines – the *Calculate Fringe* column has a “NO” in it, fringe lines are added in the tool
- If the **Calculate Fringe toggle** was set to **No**:
 - For CFY lines – the *Calculate Fringe* column has a “NO” in it, no nightly allocation
 - For PFY lines – the *Calculate Fringe* column has a “NO” in it, no fringe lines are added in the tool

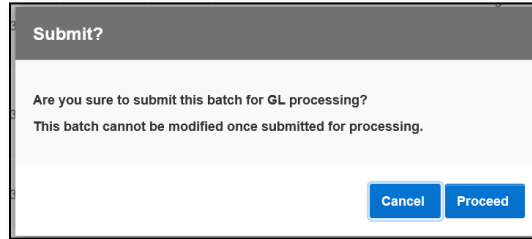
14. Scroll to the bottom of the page and select **Save** which is found near the bottom right corner. A notification containing the batch ID will appear.

15. Take note of the batch ID and select **OK** to exit the notification. The Batch ID is now filled in at the top of the *Harvard – GL Adjustment* form.

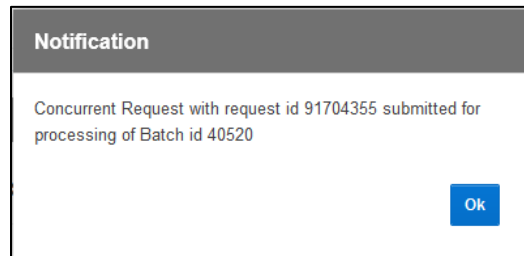
16. At this point, the form may be closed and left for submission later. If the batch needs review, share the batch ID with a team member to review and submit (see [Reviewing a Saved Batch](#)).

i Any time after saving, the *Validate* button can be used to check the accounting coding.

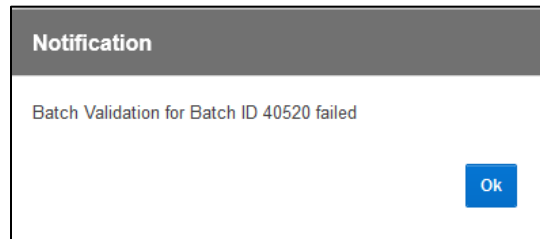
17. If no time or no review is required, select **Submit Batch** which is found in the bottom right corner of the *Harvard - GL Adjustment* form. A notification will appear warning that the submission cannot be modified once it has been submitted.



18. Select **Proceed** to continue with the adjustment or **Cancel** to make changes to the adjustment. A notification will appear informing the user whether the submission was successful or not. If successful, the following message appears:



If unsuccessful, the following message appears:



19. For either notification, clicking **Ok** brings the user back to the journal batch.

If successful, to exit out of the current adjustment and begin a new one, select **Reset** near the top right corner of the page. If done with GL-PCR, select *Home* or *Logout* in the top right corner.

If it was unsuccessful, review the lines for error (should be highlighted in red color).

Example of batch with one error:

Line Number	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	HUD	HUD Name	Payroll Month	Calculate Fringe	Original Effective Date	Period Of Work Performed	Transaction Type	Msg
1	370	32840	6050	627560	630758	0000	00000	0.00	185.40	-185.40		R	6*****		JUN	YES	09-JUL-2025	FY202504 APR-JUN	Payroll	
2	420	32840	6050	627560	630758	0000	00000	185.40	0.00	185.40		A	6*****		JUN	YES	09-JUL-2025	FY202504 APR-JUN	Payroll	Org not valid with this Tub* (66400 - 66599) *FCOR 420 1-2

20. Next steps are:

- Correct the coding in error
- *Validate* the batch again (the red highlighting will disappear if the new coding is valid)
- *Submit Batch*

i The *Mass Adjustments* instructions are complete.



Mass Adjustments – Balancing a Split Dollar Error

The following instructions assume you have an unbalanced Mass Adjustment and have received the error stating, “Total of split dollar value \$ should be equal to adjusted dollar value \$,” shown below. This occurs when the tool is unable to disperse funds equally and there is a resulting penny difference. To continue the Mass Adjustment, the split values must be manually adjusted to correct the penny difference.

1 error has occurred

- Total of split dollar value \$385.35 should be equal to adjusted dollar value \$385.33

1. Scroll to the **Chart of Accounts Segments for Adjustment** section of the page.

Acct Desc

Edit	Tub	Org	Object	Fund	Activity	Sub Activity	Root	Percentage	Dollar	Line Description	Delete
				000001				50.00	192.66	Transferring to 000001	
				000002				50.01	192.69	Transferring to 000002	
								100.01	385.35		

[Preview Adjustment Amount Below](#)

2. Select the pencil icon for the line to alter; in this example the second line is selected.

i The Edit Mass Adjust Line window will appear.

Tub

Org

Object

Fund 000002 Unrestricted Designated

Activity

Subactivity

Root

Line Desc

Adjustment Type Dollar

Percentage

3. Select the **Dollar** radio button.



Adjustment Type Dollar

Percentage **50.01 %**

- In this example, a penny was removed from each of the existing line amounts because the error informed us that this Mass Adjustment was off by -\$0.02.
- Select *Apply Changes*, found in the bottom-right corner.

The COA will be updated in the table below.

Acct Desc											
Edit	Tub	Org	Object	Fund	Activity	Sub Activity	Root	Percentage	Dollar	Line Description	Delete
				000001				50.00	192.65	Transferring to 000001	
				000002				50.00	192.68	Transferring to 000002	
								100.00	385.33		

[Preview Adjustment Amount Below](#)

- i** Review the table to confirm the changes to be made and then (optional) select *Preview Adjustment Amount Below*. Review the *Adjustment Amount* column (found in the *User Selected Adjustment lines* section) to confirm that the amounts are as expected.

Acct Desc											
Edit	Tub	Org	Object	Fund	Activity	Sub Activity	Root	Percentage	Dollar	Line Description	Delete
				000001				50.00	192.65	Transferring to 000001	
				000002				50.00	192.68	Transferring to 000002	
								100.00	385.33		

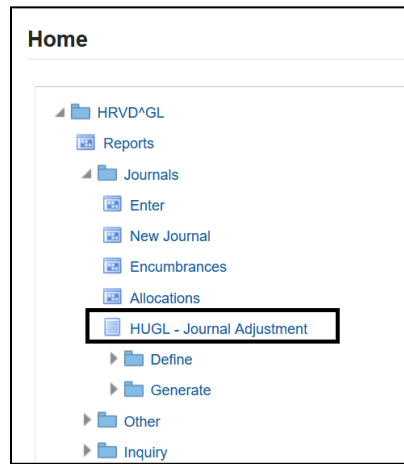
[Preview Adjustment Amount Below](#)

- The adjustment is now balanced. Continue with the [applying the Mass Adjust](#) changes.



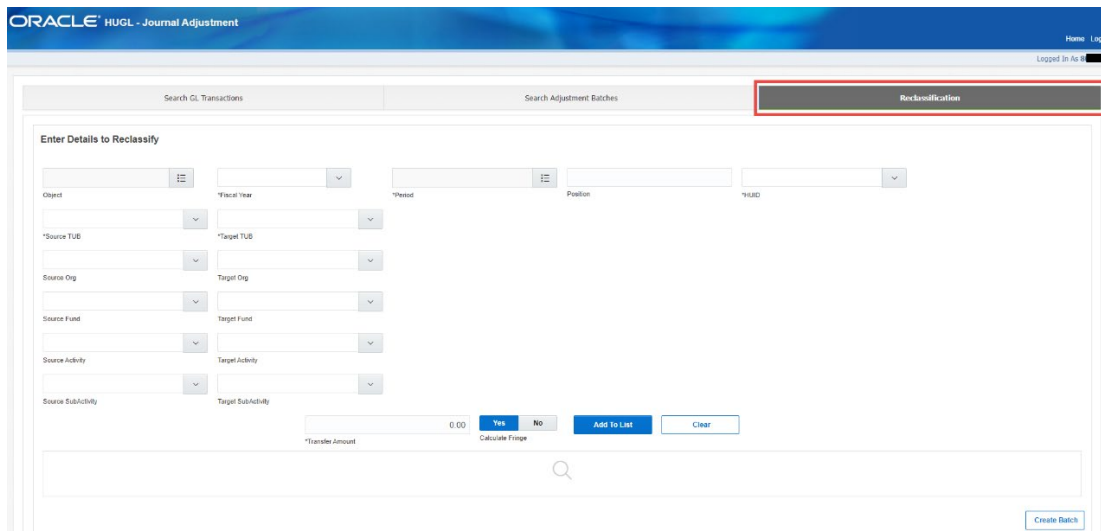
GL-PCR Reclassification

1. Log in to Oracle using HarvardKey.
2. Once signed in, navigate to a *HRVD^GL^...* responsibility > *Journals* > **HUGL - Journal Adjustment**



- i** If moving a federal sponsored award, please follow the [Cost Transfer](#) policy, including approvals and naming convention.

3. When the HUGL Journal Adjustment page appears, select the **Reclassification** tab

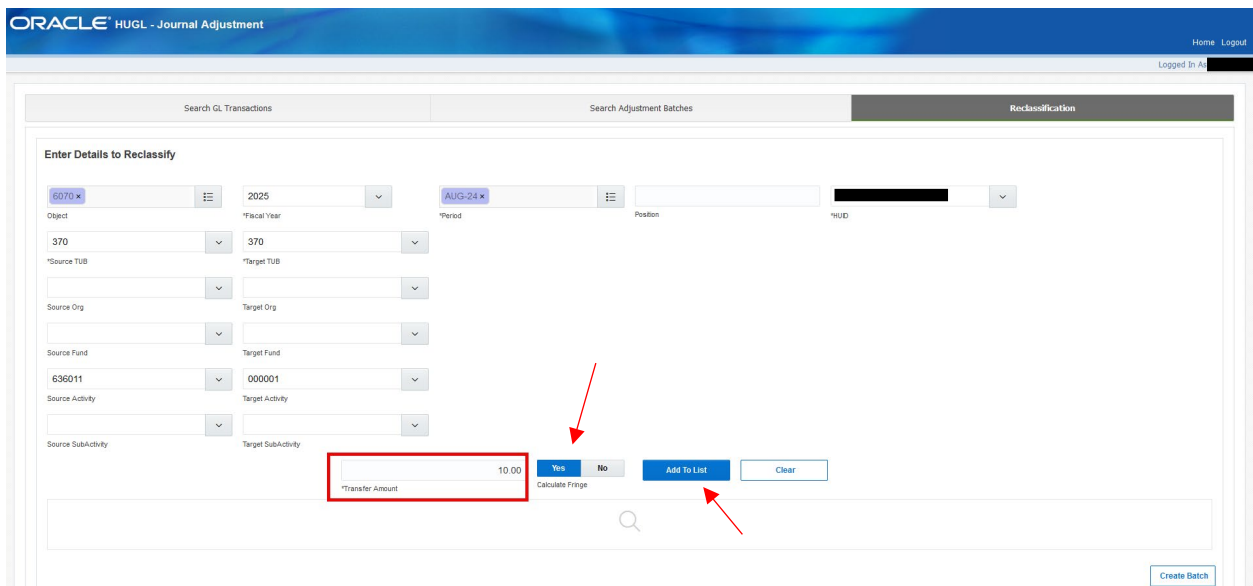


4. Mandatory fields are noted by an asterisk*
 - Fiscal Year
 - Period
 - HUID
 - Multiple users can be added to the list by querying one at a time
 - Source Tub / Target Tub
 - Transfer Amount
 - i** Multiple values can be chosen in a field
 - i** Note: 10 lines is the recommended maximum for one Reclassification session
 - Response time will be significantly slower when adding more than 10 lines in one reclass session

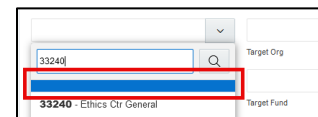


5. At least one set of the Source / Target segment values are required
 - Source Org / Target Org
 - Source Fund / Target Fund
 - Source Activity / Target Activity
 - Source SubActivity / Target SubActivity (only can be used in conjunction with Activity)
 - The Activity value must be changing to a different one in order to change the SubActivity
 - The Source Fund is where the transaction is originally located, and the Target Fund is where the new transfer amount will be relocated

6. Transfer Amount is located near the bottom, shown below in a red box. The Transfer Amount does not include fringe. The Calculate Fringe toggle button defaults to Yes
 - Fringe is always calculated inside GL-PCR, it does not use the nightly Oracle allocation
 - Fringe will be an added amount to the Transfer Amount that is not visibly shown in this process
 - To not move Fringe, set the Calculate Fringe toggle the button to No



i To clear any of the fields, select the blank space above the information shown in the dropdown



7. When all of the fields are as desired, select **Add To List**
 - This will create a line at the bottom of the screen
 - The line can be edited using the pencil icon under the Edit column
 - The line can be deleted using the trash can in the Delete column

Edit	Tub	Object	Fiscal Year	Period	Position	Employee Number	Source Fund	Target Fund	Amount	Calculate Fringe	Delete
	100		2023	FEB-23			000000	000001	100.00	N	

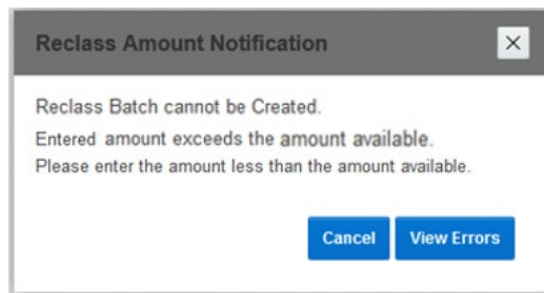
- To create more than one line, fill out the data points again and select **Add to List** button
 - Keep in mind that the system will run faster with less lines
 - The maximum recommended number of lines is 10



- Example below shows the two lines added and Calculate Fringe column value = Y:

8. When the batch is as desired, select **Create Batch**. The system will then create the GL-PCR batch. *Note, there may be a slight delay while this occurs since checks are being performed.*

- If the Transfer Amount is exceeded, a notification pop up will appear:



- Select **View Errors** to see the line(s) in error.
 - The Validation Report will show the Amount Entered and the Amount Available

Reclass Amount Validation Report

Amount Entered	Amount Available
300.00	0.00

- Review the **Amount Entered** and the **Amount Available** then click close
- Make the proper edits on the selection screen then click **Create Batch** again.

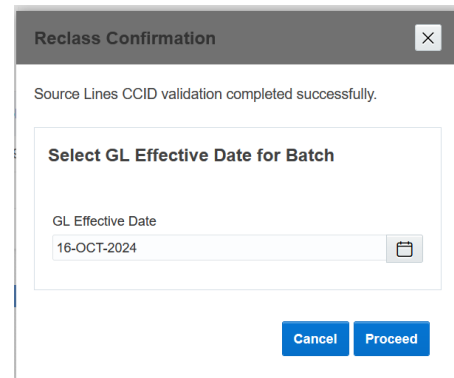
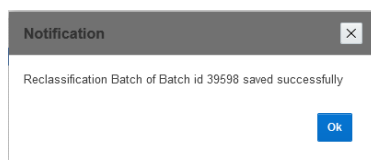


9. If no error is found, the summary batch lines are shown.
 - Users should review all data on the screen, especially Transfer and Fringe Amounts.
 - At this point, the user can choose to:
 - Save Batch
 - When clicking **Save Batch**, the detail lines appear in the GL-Adjustment page
 - Allows other users to review and adjust the batch if needed before choosing to
 - Submit Batch
 - When clicking **Submit Batch**, the batch is immediately processed
 - Allows user to see the batch fully submitted in the GL-PCR tool

Line Number	Object	Fiscal Year	Period	Position	Employee Number	Amount Available	Source Tab	Target Tab	Source Org	Target Org	Source Fund	Target Fund	Source Activity	Target Activity	Source Subactivity	Target Subactivity	Transfer Amount	Retention Amount	Uniquekeyfield
1	6050	2025	JUL-25	P0005328	[REDACTED]	169.86	370	370	33240	33260	346498	-	636011	-	0028	-	169.86	0.00	7928328-10295-2
2	6050	2025	JUL-25	P0005328	[REDACTED]	1,350.93	370	370	33240	33260	346498	-	636011	-	0028	-	80.14	1,278.79	7958504-9311-1
						1,520.79											250.00		

10. For either choice (Save or Submit Batch), three pop-ups will appear:

- Are you sure you want to do the Reclassification? No / Yes
- Select the GL Effective Date for the Batch > Proceed
 - Date must be in an open accounting period
- The Batch ID number will appear in a new notification (The screen shot is for a saved batch)

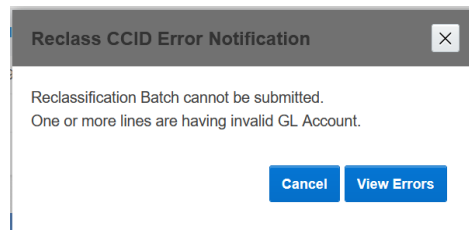


- Click Ok



11. For **Submit Batch**, if an account coding is invalid, an error notification will appear:

- i** For **Save Batch**, account coding is checked at submission.



- Select **View Errors** to see the invalid code combination(s) in the Validation Report

12. The GL-PCR **Harvard – GL Adjustment** page will appear

- For a saved batch, the GL Adjustment page shows as allowing the batch to be modified/reviewed before validating and submitting
- For a submitted batch, the GL Adjustment page shows as no modification allowed

Review	Period Name	Creation Date	Posted Date	Effective Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	HUID	HUID Name	Payroll Month	Journal Source
<input type="checkbox"/>	JUL-25	23-JUL-2025	23-JUL-2025	23-JUL-2025	PYRL BI Weekly USD	370	33240	6050	346496	636011	0028	00000	1,358.93	0.00	1,358.93	REG Regular			-	PYRL009-PS On-cycle Pyrl
<input type="checkbox"/>	JUL-25	09-JUL-2025	09-JUL-2025	09-JUL-2025	PYRL BI Weekly USD	370	33240	6050	346496	636011	0028	00000	169.86	0.00	169.86	REG Regular			-	PYRL009-PS On-cycle Pyrl
													1,528.79	0.00	1,528.79					

Line Number	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	HUID	HUID Name	Payroll Month	Calculate Fringe	Original Effective Date	Period Of Work Performed	Transaction Type	Msg
1	370	33240	6050	346496	636011	0028	00000	0.00	169.86	-169.86	RECLASS TUB- 370 to 370, ORG- 33240 to 33250 REG Regular-KG-30-JUL-2025	R				NO	09-JUL-2025	PY2025Q1 JUL-SEP	Payroll	

- At this point, the batch is a regular GL-PCR batch.
- The Batch ID number in the upper left hand side.
- The preparer of the adjustment should *manually* notify the reviewer at this point.
- The reviewer would submit the batch when ready

i The *GL-PCR Reclassification* instructions are complete.

GL-PCR Filtering

Adding a filter can be helpful when reviewing applied adjustments.

Line Filters – Headers

1. Select the header of the field to filter the line. Line filters are available in both the *Selected Adjustment lines* and the *GL Adjustment – Details* areas of the journal batch. A dropdown will appear listing the values available to filter by.
2. Select the value(s) to filter the data.

Lines that do not match the filter are no longer visible.

3. To remove the line filter, select the **X** found to the right of the filter. It is important to remove line filters prior to continuing, including when selecting *Mass Adjust*.

Line Filters – Go

The **Go** button is another method to filter the lines. It is used with the magnifying glass drop down, or with added criteria in the box to the left of **Go**, to run the desired filter on the lines below it.

Line Filters – Review Column

1. In the *Selected Adjustment lines* section, there is a *Review* Column. It has a round circle in it.

Selected Adjustment lines																				
Review	Period Name	Creation Date	Posted Date	Effective Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	HUD	HUD Name	Payroll Month	Journal
<input type="radio"/>	APR-25	16-APR-2025	16-APR-2025	16-APR-2025	Pyrl Bi Weekly USD	430	39511	6050	023409	675260	0000	00000	653.85	0.00	653.85	REG Regular	g*****	*****	-	PYRL009-PS
<input type="radio"/>	APR-25	28-MAR-2025	01-APR-2025	01-APR-2025	Pyrl PS Accruals Biweekly USD	430	39511	6050	023409	675260	0000	00000	0.00	653.85	-653.85	Validated GL account code	g*****	*****	-	PYRL003-PS
													653.85	653.85	0.00					

2. When clicked on, the line is chosen for review. The *GL Adjustment Details* below shows all the related lines to that adjustment. In the example below, the top line is chosen, and the two corresponding lines show below in the *GL Adjustment – Details* area.

Selected Adjustment lines																				
Review	Period Name	Creation Date	Posted Date	Effective Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	HUD	HUD Name	Payroll Month	Journal
<input checked="" type="radio"/>	APR-25	16-APR-2025	16-APR-2025	16-APR-2025	Pyrl Bi Weekly USD	430	39511	6050	023409	675260	0000	00000	653.85	0.00	653.85	REG Regular	g*****	*****	-	PYRL009-PS
<input type="radio"/>	APR-25	28-MAR-2025	01-APR-2025	01-APR-2025	Pyrl PS Accruals Biweekly USD	430	39511	6050	023409	675260	0000	00000	0.00	653.85	-653.85	Validated GL account code	g*****	*****	-	PYRL003-PS
													653.85	653.85	0.00					

GL Adjustment - Details																				
Total Debit: 1,315.15						Total Credit: 1,315.15						View Transactions: All Payroll Non-Payroll								
Line Number	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	HUD	HUD Name	Payroll Month	Calculate Fringe	Original Effective Date	Period Of Work Performed	Transaction Type	Msg
1	430	39511	6050	023409	675260	0000	00000	0.00	653.85	-653.85	sdo test	R	g*****	*****		NO	16-APR-2025	FY2025Q4 APR-JUN	Payroll	
2	430	39511	6050	000001	657009	0000	00000	653.85	0.00	653.85	sdo test	A	g*****	*****		NO	16-APR-2025	FY2025Q4 APR-JUN	Payroll	
								653.85	653.85	0.00										

i If the review button does not appear to be working with the line chosen, deselect the review button by clicking on the *Review All* button. Then try again.

3. To de-select the review line(s), click on the *Review All* button in the upper right corner.

Selected Adjustment lines																					
Review	Period Name	Creation Date	Posted Date	Effective Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	HUD	HUD Name	Payroll Month	Journal Source	Batch
<input type="radio"/>	APR-25	16-APR-2025	16-APR-2025	16-APR-2025	Pyrl Bi Weekly USD	430	39511	6050	023409	675260	0000	00000	653.85	0.00	653.85	REG Regular	g*****	*****	-	PYRL009-PS On-cycle Pyrl	BW041225 PYRL009-PS C
<input type="radio"/>	APR-25	28-MAR-2025	01-APR-2025	01-APR-2025	Pyrl PS Accruals Biweekly USD	430	39511	6050	023409	675260	0000	00000	0.00	653.85	-653.85	Validated GL account code	g*****	*****	-	PYRL003-PS Accruals	03282025 PYRL003-PS /
													653.85	653.85	0.00						

GL Adjustment - Details																				
Total Debit: 1,315.15						Total Credit: 1,315.15						View Transactions: All Payroll Non-Payroll								
Line Number	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	HUD	HUD Name	Payroll Month	Calculate Fringe	Original Effective Date	Period Of Work Performed	Transaction Type	Msg
1	430	39511	6050	023409	675260	0000	00000	653.85	0.00	653.85	sdo test	R	g*****	*****		NO	01-APR-2025	FY2025Q4 APR-JUN	Payroll	
2	430	39511	6050	000001	675260	0000	00000	0.00	653.85	-653.85	sdo test	A	g*****	*****		NO	01-APR-2025	FY2025Q4 APR-JUN	Payroll	
1	430	39511	6050	023409	675260	0000	00000	0.00	653.85	-653.85	sdo test	R	g*****	*****		NO	16-APR-2025	FY2025Q4 APR-JUN	Payroll	
2	430	39511	6050	000001	657009	0000	00000	653.85	0.00	653.85	sdo test	A	g*****	*****		NO	16-APR-2025	FY2025Q4 APR-JUN	Payroll	
1	430	39511	6640	023409	675260	0000	00000	0.00	7.45	-7.45	sdo test	R	g*****	*****		YES	22-APR-2025		PCARD	
2	430	39511	6660	023409	675260	0000	00000	7.45	0.00	7.45	sdo test	A	g*****	*****		NO	22-APR-2025		PCARD	
								1,315.15	1,315.15	0.00										



Line Filters – View Transactions

In the *GL-Adjustment – Details* section, there is a *View Transactions* toggle button.

It quickly selects using object code: *All, Payroll, Non-Payroll* to be viewed in journals which have both.

Example of *All* (6 lines):

GL Adjustment - Details																				
Total Debit: 1,315.15										Total Credit: 1,315.15					View Transactions: All Payroll Non-Payroll					
Q Go																				
Line Number	Tab	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	HUD	HUD Name	Payroll Month	Calculate Fringe	Original Effective Date	Period Of Work Performed	Transaction Type	Msg
1	430	39511	6050	023409	675260	0000	00000	653.85	0.00	653.85	sdo test	R	6*****	*****		NO	01-APR-2025	FY2025Q4 APR-JUN	Payroll	
2	430	39511	6050	000001	675260	0000	00000	0.00	653.85	-653.85	sdo test	A	6*****	*****		NO	01-APR-2025	FY2025Q4 APR-JUN	Payroll	
1	430	39511	6050	023409	675260	0000	00000	0.00	653.85	-653.85	sdo test	R	6*****	*****		NO	16-APR-2025	FY2025Q4 APR-JUN	Payroll	
2	430	39511	6050	000001	657009	0000	00000	653.85	0.00	653.85	sdo test	A	6*****	*****		NO	16-APR-2025	FY2025Q4 APR-JUN	Payroll	
1	430	39511	6640	023409	675260	0000	00000	0.00	7.45	-7.45	sdo test	R	7*****	*****		YES	22-APR-2025		PCARD	
2	430	39511	6660	023409	675260	0000	00000	7.45	0.00	7.45	sdo test	A	7*****	*****		NO	22-APR-2025		PCARD	
								1,315.15	1,315.15	0.00										

1 - 6 of 6

Example of *Payroll* (4 lines):

GL Adjustment - Details																				
Total Debit: 1,315.15										Total Credit: 1,315.15					View Transactions: All Payroll Non-Payroll					
Q Go																				
Line Number	Tab	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	HUD	HUD Name	Payroll Month	Calculate Fringe	Original Effective Date	Period Of Work Performed	Transaction Type	Msg
1	430	39511	6050	023409	675260	0000	00000	653.85	0.00	653.85	sdo test	R	6*****	*****		NO	01-APR-2025	FY2025Q4 APR-JUN	Payroll	
2	430	39511	6050	000001	675260	0000	00000	0.00	653.85	-653.85	sdo test	A	6*****	*****		NO	01-APR-2025	FY2025Q4 APR-JUN	Payroll	
1	430	39511	6050	023409	675260	0000	00000	0.00	653.85	-653.85	sdo test	R	6*****	*****		NO	16-APR-2025	FY2025Q4 APR-JUN	Payroll	
2	430	39511	6050	000001	657009	0000	00000	653.85	0.00	653.85	sdo test	A	6*****	*****		NO	16-APR-2025	FY2025Q4 APR-JUN	Payroll	
								1,307.70	1,307.70	0.00										

1 - 4 of 4

Example of *Non-Payroll* (2 lines):

GL Adjustment - Details																				
Total Debit: 1,315.15										Total Credit: 1,315.15					View Transactions: All Payroll Non-Payroll					
Q Go																				
Line Number	Tab	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	HUD	HUD Name	Payroll Month	Calculate Fringe	Original Effective Date	Period Of Work Performed	Transaction Type	Msg
1	430	39511	6640	023409	675260	0000	00000	0.00	7.45	-7.45	sdo test	R	7*****	*****		YES	22-APR-2025		PCARD	
2	430	39511	6660	023409	675260	0000	00000	7.45	0.00	7.45	sdo test	A	7*****	*****		NO	22-APR-2025		PCARD	
								7.45	7.45	0.00										

1 - 2 of 2

i GL-PCR Filtering instructions are complete.



GL-PCR Batch

Reviewing a Saved Batch

1. Within the GL-PCR, select the **Search Adjustment Batches** tab to the right of the **Search GL Transactions** tab.

- i** If you created/updated a batch, your most recent batches will be listed on the right under **Your Recent Batches** and can be selected to go directly to that batch.

2. **Fill in fields** that will help narrow down the search. In this example, the **Batch ID** field is used.

3. Select **Search Batch**.
4. If search results are available, scroll to find the desired batch and **select the arrow icon** in the **Review/Modify** column.

Batch ID	Creation Date	Created By - HUID	Created By - Name	Batch Description	Batch Status	Review/Modify	Related Batch Id	Related Batch Type
39603	30-OCT-2024	[REDACTED]	[REDACTED]	39603-KG-Batch Reclass-30-OCT-2024	In-Process	→	-	-

Batch Status	Action
In-Process	Can be modified
Submitted	Cannot be modified

If the search did not produce results, click the **Back to Search** button and redefine the criteria.



5. Review the batch.

6. If the batch satisfies your review and has not been submitted, check that the *GL Effective Date* at the top of the form is in the accounting period desired then select **Submit Batch**, which is found in the bottom right corner of the *Harvard - GL Adjustment* form. A notification will appear warning that the submission cannot be modified once it has been submitted.

7. Select **Proceed** to continue with the adjustment or **Cancel** to make changes to the adjustment. A notification will appear informing the user whether the submission was successful or not. If successful, the following message appears:

If unsuccessful, the following message appears:

8. For either notification, clicking **Ok** brings the user back to the journal batch. If successful, to exit out of the current adjustment and begin a new one select **Reset** near the top right corner of the page. If done with GL-PCR, select *Home* or *Logout* in the top right corner.



If it was unsuccessful, review the lines for error (should be highlighted in red color).
Example of batch with one error:

GL Adjustment - Details																				
Total Debit: 792.92										Total Credit: 792.92										
															View Transactions: All Payroll Non-Payroll					
Q															Go					
Line Number	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	HUID	HUID Name	Payroll Month	Calculate Fringe	Original Effective Date	Period Of Work Performed	Transaction Type	Msg
1	370	33240	6070	625804	636011	0024	00000	0.00	180.38	-180.38	CADM ksg test	R	6*****	*****	MAY	NO	11-JUN-2025	FY2025Q4 APR-JUN	Payroll	
2	420	33240	6070	625804	636011	0024	00000	180.38	0.00	180.38	CADM ksg test	A	6*****	*****	MAY	NO	11-JUN-2025	FY2025Q4 APR-JUN	Payroll	Org not valid with this Tub* (66400 - 66599) *FCOR 420 1-2

- Correct the invalid coding
- Validate (the red highlighting will disappear if the new coding is valid)
- Submit Batch

i *Reviewing A Saved Batch* instructions are complete.



Removing a Line from a Batch

Please note that the following instructions assume the Batch status is “In Process” or “Saved”. Lines cannot be removed from batches in which the Batch status is “Submitted”.

There are 2 methods to remove lines, both are noted below.

Method 1 shows how to remove one line. Method 2 shows how to remove multiple lines (up to 100).

1. Locate the line to be removed in the **Selected Adjustment lines** section.

<input type="checkbox"/>	Review	Period Name	Creation Date	Posted Date	Effective Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Cred
<input type="checkbox"/>	<input type="checkbox"/>	JUL-25	09-JUL-2025	09-JUL-2025	09-JUL-2025	Pyri Bi Weekly USD	370	32840	6050	627560	630758	0000	00000	185.40	0.00
<input type="checkbox"/>	<input type="checkbox"/>	AUG-25	12-AUG-2025	12-AUG-2025	12-AUG-2025	Pyri Bi Weekly USD	370	32840	6050	627560	630758	0000	00000	185.40	0.00
<input type="checkbox"/>	<input type="checkbox"/>	JUL-25	09-JUL-2025	09-JUL-2025	09-JUL-2025	Pyri Bi Weekly USD	370	32840	6050	627560	630758	0000	00000	247.20	0.00
<input type="checkbox"/>	<input type="checkbox"/>	JUL-25	09-JUL-2025	09-JUL-2025	09-JUL-2025	Pyri Bi Weekly USD	370	33240	6050	625809	636011	0028	00000	509.61	0.00
<input type="checkbox"/>	<input type="checkbox"/>	JUL-25	09-JUL-2025	09-JUL-2025	09-JUL-2025	Pyri Bi Weekly USD	370	33240	6070	625804	636011	0025	00000	342.48	0.00
<input type="checkbox"/>	<input type="checkbox"/>	JUL-25	23-JUL-2025	23-JUL-2025	23-JUL-2025	Pyri Bi Weekly USD	370	33240	6050	625809	636011	0028	00000	4,076.82	0.00
														5,546.91	0.00

Method 1:

2. Use the scroll bar, found at the bottom of the **Selected Adjustment lines** section, to move to the far right - all the way to the end.

<input type="checkbox"/>	Classification Desc	Ar Comment	Customer Name	Customer Site Location	Ar Invoice Id	Ar Receipt Number	Glt Effective Month	Glt Riso Advice Num	Glt Units	Invoice No	Invoice Dt	Purchase Order No	Transaction Type	Uniquekeyfield	Remove
<input type="checkbox"/>	onal Activities						02-JUL-2018		0				Payroll	7928328-10149-1	
<input type="checkbox"/>	onal Activities						02-JUL-2018		0				Payroll	8013282-9275-2	
<input type="checkbox"/>	onal Activities						02-JUL-2018		0				Payroll	7928328-10149-2	
<input type="checkbox"/>	Administration Expenses						29-SEP-2010		0				Payroll	7928328-10302-1	
<input type="checkbox"/>	Administration Expenses						21-MAR-2001		0				Payroll	7928328-15745-3	
<input type="checkbox"/>	Administration Expenses						29-SEP-2010		0				Payroll	7958504-8315-1	

3. Select the **Trash Bin** icon, found in the **Remove** column, of the line to remove it from the batch.

i A notification will appear asking, “Are you are sure you want to remove this line and all related adjustments?” Select **OK**. The line and any related adjustments have been removed.

<input type="checkbox"/>	Review	Period Name	Creation Date	Posted Date	Effective Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Cred
<input type="checkbox"/>	<input type="checkbox"/>	AUG-25	12-AUG-2025	12-AUG-2025	12-AUG-2025	Pyri Bi Weekly USD	370	32840	6050	627560	630758	0000	00000	185.40	0.00
<input type="checkbox"/>	<input type="checkbox"/>	JUL-25	09-JUL-2025	09-JUL-2025	09-JUL-2025	Pyri Bi Weekly USD	370	32840	6050	627560	630758	0000	00000	247.20	0.00
<input type="checkbox"/>	<input type="checkbox"/>	JUL-25	09-JUL-2025	09-JUL-2025	09-JUL-2025	Pyri Bi Weekly USD	370	33240	6050	625809	636011	0028	00000	509.61	0.00
<input type="checkbox"/>	<input type="checkbox"/>	JUL-25	09-JUL-2025	09-JUL-2025	09-JUL-2025	Pyri Bi Weekly USD	370	33240	6070	625804	636011	0025	00000	342.48	0.00
														1,470.09	0.00

4. The batch is automatically saved after the delete.



Method 2:

- In the **Selected Adjustment lines** section, there is a checkbox column next to the *Review* column. Use the checkbox to select the lines to be deleted.

Selected Adjustment lines

Go Rows 50

Review All Mass Adjust Remove Lines

<input type="checkbox"/>	Review	Period Name	Creation Date	Posted Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Li
<input type="checkbox"/>	<input type="radio"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	625804	636011	0025	00000	596.90	0.00	596.90	HOL Ho
<input type="checkbox"/>	<input type="radio"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	625804	636011	0024	00000	1,118.38	0.00	1,118.38	HOL Ho
<input type="checkbox"/>	<input type="radio"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	625800	636011	0024	00000	479.30	0.00	479.30	HOL Ho
<input type="checkbox"/>	<input type="radio"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	32920	6070	625020	631558	0000	00000	223.54	0.00	223.54	HOL Ho
<input type="checkbox"/>	<input type="radio"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	625800	636011	0024	00000	139.15	0.00	139.15	HOL Ho
<input type="checkbox"/>	<input type="radio"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	32920	6070	625020	631558	0000	00000	64.90	0.00	64.90	HOL Ho
<input type="checkbox"/>	<input type="radio"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	624554	801360	0000	00000	77.88	0.00	77.88	HOL Ho
													3,024.74	0.00	3,024.74	

1 - 8

- The checkbox at the top of the column will choose all the lines in a batch. Line removal was designed to handle 100 lines at a time. Please refrain from attempting more.

- Once the desired lines have been selected, click the Remove Lines button

Selected Adjustment lines

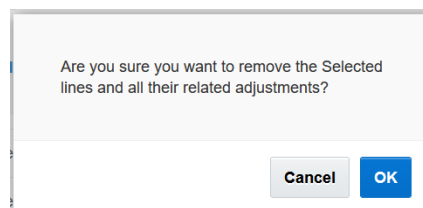
Go Rows 50

Review All Mass Adjust Remove Lines

<input type="checkbox"/>	Review	Period Name	Creation Date	Posted Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Li
<input type="checkbox"/>	<input type="radio"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	625804	636011	0025	00000	596.90	0.00	596.90	HOL Ho
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	625804	636011	0024	00000	1,118.38	0.00	1,118.38	HOL Ho
<input type="checkbox"/>	<input type="radio"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	625800	636011	0024	00000	479.30	0.00	479.30	HOL Ho
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	32920	6070	625020	631558	0000	00000	223.54	0.00	223.54	HOL Ho
<input type="checkbox"/>	<input type="radio"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	625800	636011	0024	00000	139.15	0.00	139.15	HOL Ho
<input type="checkbox"/>	<input type="radio"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	32920	6070	625020	631558	0000	00000	64.90	0.00	64.90	HOL Ho
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	624554	801360	0000	00000	77.88	0.00	77.88	HOL Ho
													3,024.74	0.00	3,024.74	

1 - 8

- After selecting the Remove Lines button, a pop up will appear asking if you are sure you want to remove the selected lines and all their related adjustments. Click **OK**



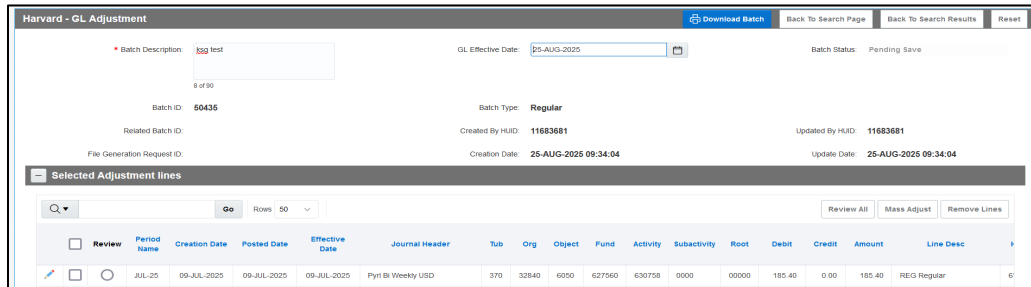
- The instructions for *Removing a line from a Batch* are complete.



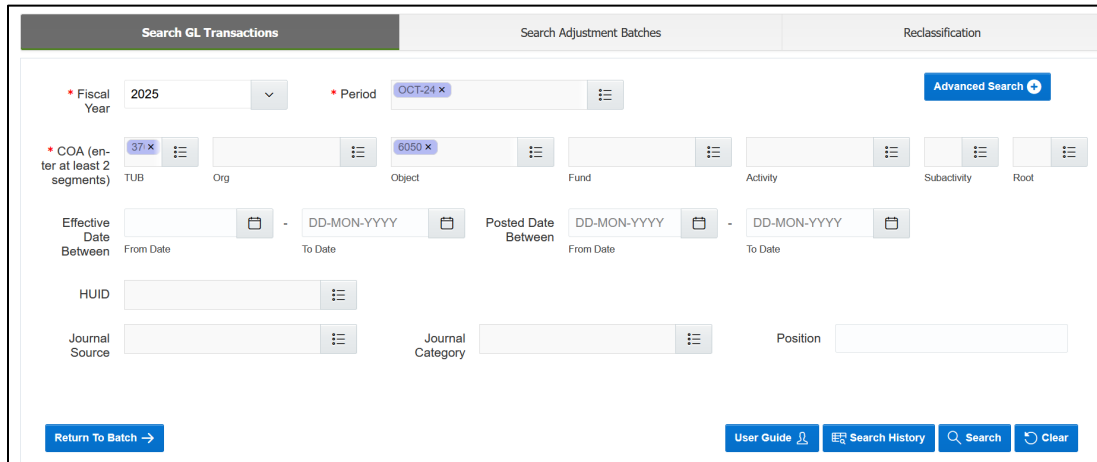
Adding a New Line to a Batch

1. While in your batch, to add a new line select **Back to Search Page**, found near the top right corner of the page.

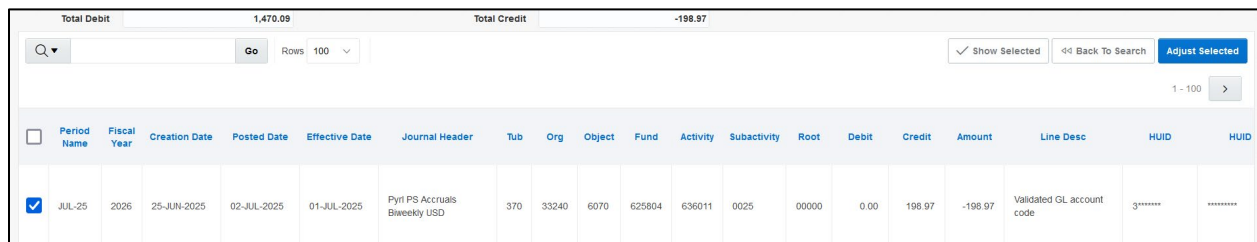
i If you recently did a search for transactions and the data you desire is on those results, try the **Back to Search Results** button then skip to step 4 below.



2. On the **Search GL Transactions** tab of the **HUGL - Journal Adjustment** page, **fill in** the desired fields.



3. Select **Search** to find the journal line(s) to add to the GL-PCR batch.
4. Select the **check box** of the line(s) to be adjusted.



5. With the line(s) chosen, select **Adjust Selected**.
The newly added line(s) will be included in your current batch.



Review	Period Name	Creation Date	Posted Date	Effective Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc
<input type="checkbox"/>	JUL-25	09-JUL-2025	09-JUL-2025	09-JUL-2025	Pyrl B Weekly USD	370	32840	6950	627560	630758	0000	00000	185.40	0.00	185.40	REG Regular
<input type="checkbox"/>	AUG-25	12-AUG-2025	12-AUG-2025	12-AUG-2025	Pyrl B Weekly USD	370	32840	6950	627560	630758	0000	00000	185.40	0.00	185.40	REG Regular
<input type="checkbox"/>	JUL-25	09-JUL-2025	09-JUL-2025	09-JUL-2025	Pyrl B Weekly USD	370	32840	6950	627560	630758	0000	00000	247.20	0.00	247.20	REG Regular
<input type="checkbox"/>	JUL-25	09-JUL-2025	09-JUL-2025	09-JUL-2025	Pyrl B Weekly USD	370	33240	6950	625809	636011	0028	00000	509.61	0.00	509.61	REG Regular
<input type="checkbox"/>	JUL-25	09-JUL-2025	09-JUL-2025	09-JUL-2025	Pyrl B Weekly USD	370	33240	6970	625804	636011	0025	00000	342.48	0.00	342.48	HOL Holiday Pay
<input type="checkbox"/>	JUL-25	25-JUN-2025	02-JUL-2025	01-JUL-2025	Pyrl PS Accruals Biweekly USD	370	33240	6970	625804	636011	0025	00000	0.00	198.97	-198.97	Validated GL account code
													1,470.09	198.97	1,271.12	

i The new line will have red highlighting since it has not been adjusted yet.

6. Continue to adjust the journal batch as normal.

i The instructions for *Adding a New Line to a Batch* are complete.

Reversing a Submitted GL-PCR Batch

GL-PCR batches can be reversed from within the GL-PCR tool. [Exceptions noted below.](#)

i Reversing a batch will auto-generate a reversal batch which will then release the lines that were originally selected for re-selection.

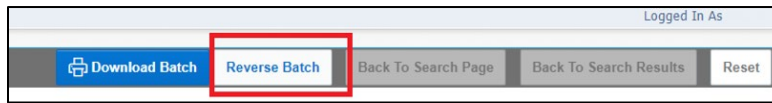
1. Select the **Search Adjustment Batches** tab and enter the original batch's batch ID.

2. Select the **Search Batch** button.

3. Open the batch from the search results by selecting the arrow icon in the **Review/Modify** column.

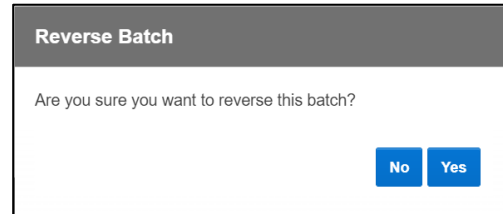


4. In the top right section of the screen, select the **Reverse Batch** button.

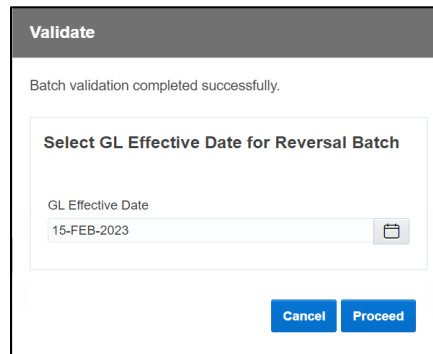


A pop-up window will appear:

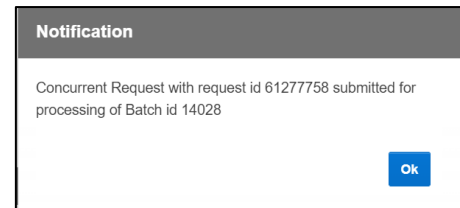
5. To reverse the batch, select **Yes**.



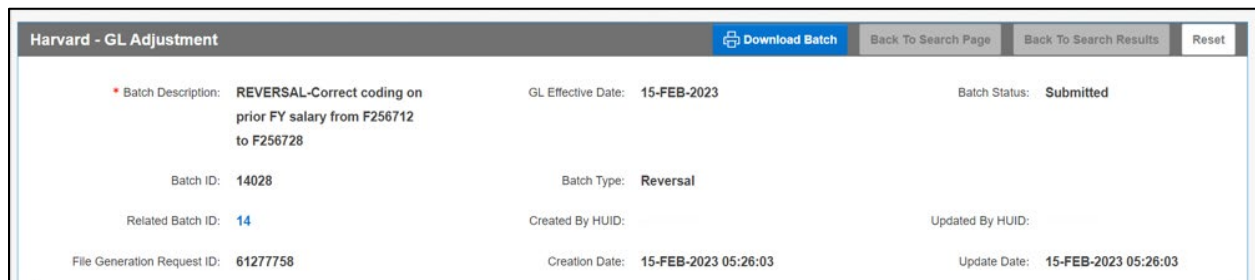
6. Select a GL Effective Date in an open GL period, then click **Proceed**.



7. A pop-up Notification window will appear with the Request ID. Select **OK**.



8. The window will navigate automatically to the submitted Reversal batch.



i The *Related Batch ID* (in the example above, 14) is the ID for the original Batch. It is a hyperlink to view the original batch. Note: *Batch Type*, in the center of the example, is Reversal.

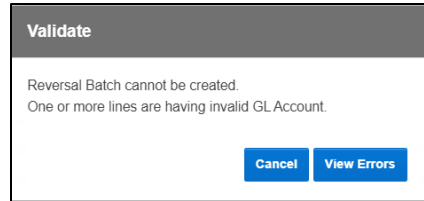
i A user can now re-select the original lines for re-adjustment if desired. The instructions for *Reversing a Submitted GL-PCR Batch* are complete.



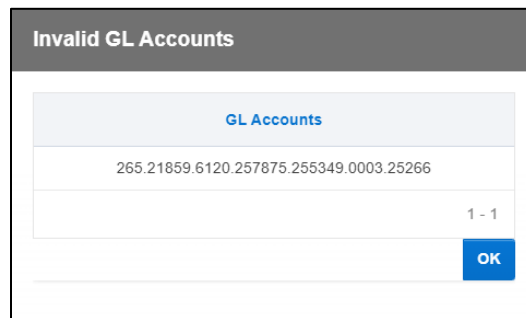
Exceptions for GL-PCR batches reversed from within the tool.

1. Disabled account coding

A **SUBMITTED** batch containing disabled account coding may not be reversed, since it would be rejected.



After you select *View Errors*, the Errors will be listed in the following pop-up.



A user is able to view disabled lines within the submitted batches. The user can use this information to work with their local finance office to enable value for processing, if desired.

2. Old GL-PCR batches

Batches older than prior fiscal year should not be reversed in GL-PCR.



Appendix: Overview of Button Functionality

Buttons are listed below by area, in the order in which they appear.

Search GL Transactions

Button Name	Button Description
Advanced Search +	Provides additional fields for searching criteria.
Simple Search -	Provides most common fields for searching criteria. This button appears after <i>Advanced Search</i> has been selected.
User Guide	Provides immediate access to the GL-PCR User Guide
Search History	Used in connection with the <i>Search GL Transactions</i> tab, this button opens a pop up window which provides a list of previously searched parameters along with their search date which can be starred as Favorite. Note there are two tabs in the <i>Search History</i> window: <i>All Search History</i> and <i>Favorites</i> . Clicking on the <i>Search Date</i> data adds the criteria to the <i>Search GL Transactions</i> .
Search	Begins the query for records matching the provided search criteria.
Clear	Clears the values on the form for the search criteria.
Return To Search Results	Redirects to the prior search results. This button only appears after viewing search results and using the Back to Search button.

Search GL Transactions Results

Button Name	Button Description
Return to Batch	Redirects back to the current batch. This button only appears after viewing search results and using the "Back to Search Page" button
Show Selected	Creates a pop-up display of the lines currently selected for adjustment. This button is only available after selecting at least one line to adjust.
Adjust Selected	Brings the selected line(s) into the main GL-PCR page, <i>Harvard – GL Adjustment</i> .
Back to Search	Redirects back to the search page. It will retain any transactions already selected for adjustment. Use this button to add more lines to the current adjustment.



Harvard – GL Adjustment

Button Name	Button Description
Download Batch	Downloads the adjustment as an excel file.
Back to Search Page	Redirects back to the search page. It will retain any transactions already selected for adjustment. Use this button to add more lines to the current adjustment.
Back to Search Results	Redirects to the search results associated with the current adjustment. This button returns blank search results when used on a batch that was previously saved.
Reset	Discards all unsaved changes and starts a new batch. Redirects back to the search page.
Go	Used with the magnifying glass drop down, or with added criteria in the box to the left of <i>Go</i> , to run the desired filter on the lines below it
Review (column)	Circular button found in the <i>Review</i> column of the <i>Selected Adjustment lines</i> section. Filters the data visible in the <i>GL Adjustment - Details</i> to show only the selected line’s corresponding line(s) for review.
Review All	De-selects the <i>Review</i> column buttons, so all lines are visible in the <i>GL Adjustment - Details</i> area.
Mass Adjust	Opens the <i>Mass Adjust</i> feature of the GL-PCR.
All Payroll Non-Payroll	Toggle button found in the <i>GL Adjustment - Details area</i> which filters the visible data in the <i>GL Adjustment - Details</i> to show all lines, only payroll lines, or only non-payroll lines.
View Summary	Opens a pop up window to summarize debits and credits by chosen chart of account segment(s) for the batch.
Save	Saves the changes made to the adjustment. Adds the batch number to the header at the top of the page.
Validate	Validates the CCID changes being made to the adjustment. This step is optional, as validation will take place during the transaction, and is also the first step the program takes when <i>Submit Batch</i> is selected.
Submit Batch	Submits the adjustment to Oracle General Ledger.



GL Adjustment for Line

Button Name	Button Description
Go	Used with the magnifying glass drop down, or with added criteria in the box to the left of <i>Go</i> , to run the desired filter on the lines below it
Calculate Fringe	Current Fiscal Year toggle button: Yes will indicate calculate the fringe in the nightly allocation No will indicate no fringe is desired Prior Fiscal Year button: If clicked on, immediately adds the appropriate fringe related lines
Cancel	Cancels and closes the pop up. Discards any changes.
Apply	Adds the changes made to the <i>GL Adjustment - Details</i>

Mass Adjust

Button Name	Button Description
Calculate Fringe	Current Fiscal Year toggle button: Yes will indicate calculate the fringe in the nightly allocation No will indicate no fringe is desired Prior Fiscal Year toggle button: Yes will indicate calculate and add the fringe related lines No will indicate no fringe is desired
Add COA	Adds the supplied COA segment values and dollar and percentage values to the staging table for the mass adjustment.
Clear COA	Clears the current COA segment values and dollar or percentage values.
Preview Adjustment Amount Below	Updates the <i>Adjustment Amount</i> column in the <i>User Selected Adjustment lines</i> area for review
Back	Cancels the Mass Adjustment and returns to <i>Harvard - GL Adjustment</i>
Mass Adjust	Applies the Mass Adjustment to all selected lines.



Reclassification

Button Name	Button Description
Calculate Fringe	Current Fiscal Year toggle button: Yes will indicate calculate the fringe in the nightly allocation No will indicate no fringe is desired Prior Fiscal Year toggle button: Yes will indicate calculate and add the fringe related lines No will indicate no fringe is desired
Add To List	Adds the supplied COA segment values and dollar values to the staging table for the reclassification.
Clear	Removes all the search criteria, except Object
Create Batch	Sets up the adjustment. Checks the availability of transactions to move. Checks for valid chart values. Creates a staging table for review.
Go	Used with the magnifying glass drop down, or with added criteria in the box to the left of <i>Go</i> , to run the desired filter on the lines below it
Actions > Download	Downloads the lines in desired format.
Back to Search	Returns to the prior screen for data to be modified, added, or deleted.
Save Batch	Will save the reclassification created and will open the GL Adjustment page that will be available for edits and reviews
Submit Batch	Will automatically submit the reclassification created. Opens the GL Adjustment page to show the batch that was submitted

Questions?

If you have any questions, please contact the HUIT Support Center at 617-495-7777, or via email at ithelp@harvard.edu mentioning Oracle GL-PCR.